

**TRAINING QUALIFICATIONS/REQUIREMENTS FOR CAREGIVERS AND LEAD TEACHERS  
WORKING WITH INFANTS AND TODDLERS**

**Rules**

- 1) **All caregivers** working with infants and toddlers in a center shall have a minimum of either 1.5 continuing education units (CEUs) or a minimum of 1 college credit in infant/toddler development and care practices. The CEUs shall be awarded by a State Board of Education or an accredited college/university sponsor of continuing education units. College credits shall be from an accredited college or university. Caregivers who do not meet this requirement shall complete the training as follows:
  - (a) Caregivers employed by a center to work with infants and toddlers in the center on the effective date of these rules shall have 12 months to complete the required infant/toddler training
  - (b) Caregivers assigned to work with infants and toddlers following the effective date of these rules shall have 6 months to complete the required infant/toddler training.
- 2) Of the (total #) hours of annual professional development required of all center caregivers, at least 1/2 of the hours for infant and toddler caregivers shall be specific to infant/toddler development and care practices.
- 3) The center shall keep on file verification of all professional development education and credentials that meet or exceed licensing requirements.
- 4) **An infant/toddler lead teacher** shall have a minimum of either 4.5 continuing education units (CEUs) including a competency based assessment, or a minimum of 3 college credits in infant/toddler development and care practices. The CEUs shall be awarded by a State Board of Education or an accredited college/university sponsor of continuing education units. College credits shall be from an accredited college or university.
  - (a) Within two years from the effective date of these rules, the center shall comply with this requirement.
- 5) Every group of infants and toddlers (children under 36 months of age) shall have a lead teacher.
  - (a) The lead teacher shall function as a primary caregiver within the group.
  - (b) A lead teacher shall be present full time for infant and toddler programs operating less than 6 continuous hours. For infant and toddler programs operating 6 or more continuous hours, a lead teacher shall be present not less than 6 hours per day.
  - (c) A center shall develop and implement a system of training to allow for the opportunity for infant/toddler lead teacher substitutes to be filled from current center staff.
  - (d) A center shall replace an infant/toddler lead teacher whose absence exceeds 14 consecutive days with a substitute who meets the lead teacher qualifications.

## DRAFT

### Definitions

**A Caregiver** is an adult who provides direct care, supervision and guidance of children. A 17-year-old shall qualify as a caregiver if s/he meets one of the following:

- (a) successful completion of a high school early childhood/child care curriculum that has an articulation agreement with a Michigan community college for that curriculum, or
- (b) completion of 1 year of apprenticeship in a recognized child care apprenticeship program sponsored by the U.S. Department of Labor

**A Primary Caregiver** is an adult caregiver who 1) provides the majority of the nurturing activities for a child during the day, 2) is well acquainted with the child's individual needs, temperament and daily rhythms, 3) respects and understands each family's culture and the family's vision and goals for the child, and 4) works with the parents and other primary caregivers in planning for the child.

**An Infant/Toddler Lead Teacher** is an adult caregiver responsible for the supervision of caregiving staff for an identified infant toddler group, and for the overall care and supervision of the children in that group. The lead teacher oversees child assessment and the planning, implementation and evaluation of the program.

### Substitutes

1. When a caregiving staff member is absent from the center, there shall be a substitute.
2. A center shall replace an infant/toddler lead teacher and/or primary caregiver whose absence exceeds 14 consecutive days with a substitute who meets the qualifications of the position s/he is to work as a substitute or be currently enrolled in training.

The center director or designee shall maintain a record of all caregiving staff absences and the names and qualifications of the substitutes who filled those absences.